



LAND DEVELOPMENT DIVISION SUBMITTAL PROCESS

The submittal process for **major** infrastructure improvements (minor infrastructure does not require plans per Chapter 64-4) will require the following:

- 1) A completed application form ,see ([Information Bulletin 159](#))
- 2) A complete submittal. For a typical residential subdivision this would include:
 - a) Street and Storm Plans
 - b) Sanitary Sewer Plans
 - c) Street Light Plans
 - d) Site Disturbance Plans
 - e) Storm Drainage Study (Micro, and Macro is not already submitted)
 - f) Executed Recorded Easements
 - g) Sealed Cost Estimates
 - h) Infrastructure and Site Disturbance Plan Review Fees
 - i) Certification that the applicant has reviewed the Application Checklist of minimum required submittal information necessary for a full technical review
 - j) If e-Builder submittal a pre-application submittal for assignment of digital application folder
- 3) Some projects may require a co-application to the Building Official or Development Management
- 4) The provisions of ordinance nos. 080766 and 080903 offer the applicant the option of requesting an expedited review. If an expedited review is requested, the plan review fee that accompanies the initial plans and documents submittal will be doubled. The benefit of the expedited review is that the allocated plan review times are reduced to one-half the standard allocated review times. Awarding of an expedited review is at the discretion of the Director based on the current workload and availability of resources.